



# NATRONA COUNTY PARKS BOARD AGENDA

Stuart Hill, Chairman  
Tina Kruse, Vice-Chairman  
Jim Miller, Secretary  
Open, Member  
Open, Member

Thursday, September 9, 2021 at 5:30 p.m.  
Natrona County Courthouse, 200 North Center, Casper, Wyoming  
2<sup>nd</sup> Floor, Old District Courtroom #1

Functions as an Advisory Board to the County Commissioners, makes recommendations on Projects, Programs and Policies.

## I. CALL MEETING TO ORDER

## II. ROLL CALL

## III. APPROVAL of the May 13, 2021 Minutes

## IV. REPORTS - Parks Director

### A. MOUNTAIN PARKS UPDATE:

- 1. Mountain water well system:** The water system is functional and the chlorinator and heat tapes were installed the week of 8/23/21. There was some difficulty in getting chlorine however, we have secured a supplier.
- 2. Temporary Trail Center:** The sewage lift station has been turned on and there is water in the bathrooms. Building is ready for winter use.

Work on designing the new Trail Center and the three new shelters for Beartrap Meadow is ongoing and has been assigned to a different architect. Geotechnical work was performed on the proposed lodge site and the old lodge site as well as on all three shelters. Haass Construction was the only bidder on the three shelters however; they have not signed the contract yet.

- 3. Rotary Park Bridle Trail Construction:** There was a significant storm event that washed out trails at Rotary Park. The Rotary Club has been providing voluntary groups of people including the Boy Scouts to help us restore the trails and remove damaged cable railings. We are in touch with the Wyoming Conservation folks to try schedule them to come in next spring to help us with the rebuilding of trails.
- 4. RDG Planning & Design** out of Dubuque, Iowa has been contracted to Design a Vehicular and User Wayfinding Signage program. We are moving ahead with Wayfinding Signs starting at Garden Creek Falls and the moving up the mountain along Circle Drive and Hogadon Road ways. In addition to the Wayfinding signage there will be Kiosk, and Monument signage at a later date. RDG is prepare the final design documents that will be used to bid out the wayfinding project and

they will provide the construction management. The cost for this work was \$74,500.00 and it is estimated the signage will cost \$150,000.

5. **Kay-Linn Enterprises, LLC** out of Boulder Colorado has been contracted to prepare a Summer Trail Master Plan. The cost for their services is \$41,040.00. Kay-Linn had proposed a conceptual plan back in 2014 however; it was not acted on at that time. Kay-Linn will provide a conceptual plan that includes preliminary cost estimates, GIS mapping and construction documents. In conjunction with this contract Natrona County entered into an MOU with the Casper Area Convention & Visitor's Bureau (Visit Casper) and they have agreed to pay the County for costs incurred in retaining Kay-Linn to provide trail master planning services. The total amount payable shall not exceed \$41,040. We had our first meeting with Kay-Linn and some interested stake holders in August so Kay-Linn has prepared an opportunities and constraints review as the first step. The next meeting is scheduled for 9/1/21 at 8am.

## **B. ALCOVA/PATHFINDER UPDATE:**

1. **Road Maintenance Project:** This project suffered damaged caused by the storm event we had. There were some wash outs and some loss of gravel on the roads however over all things held together.
2. **Full Hookup Bath House:** Haass Construction charged the water system in the bathhouse facility and it passed inspection. They are in the process of fixing some punch list items and then there will be a final inspection. We are having them pour some additional concrete aprons to help with erosion in the area of the bathhouse.
3. **RFP Pathfinder Master Plan Project:** Preparation of a Request for Proposals (RFP) for a Master Plan project near the Pathfinder Marina campground is underway. Please recall the master plan directed conceptual designs for every campground at Alcova and Pathfinder reservoirs. This RFP will be for the design and construction management to build out a new designed campground, parking area and boat ramp adjacent to Pathfinder Marina. Design will take place during the 21/22 year and construction will follow thereafter. We are having to adjust our RFP process to comply with new State Statutes at this time our legal staff is working on a recommended path forward.
4. **Water System:** The system functioned very well this season. We plan on turning the water off October 15, 2021.

## **C. Reservation System (CivicRec online reservation system):**

1. The new CivicRec on line system for reserving Camping sites, Picnic sites, Shelters, Docks and Full Hookup sites went live on Wednesday, May 5, 2021, during the first day we booked over \$20,000.00. The following campgrounds are by reservation only: Black Beach, Okie Beach, Full Hookups, Beartrap, Elkhorn, Skunk Hollow, Deer Haven, Tower Hill and the Archery Range.

We feel the launch was successful and that there were very few problems. I want to thank my staff and our IT Department for their support in having a successful launch.

**D. Migration of Parks Board from Advisory to Statutory:**

The Board of County Commissioners (BOCC) is considering the establishment of a statutory Parks Board. This Board will be responsible for hiring a Parks Director who would in turn be responsible for managing the personnel, assets and equipment etc. If approved by the BOCC there would be a resolution passed on Tuesday, October 5, 2021 outlining the number of Board Members and the required terms. These positions on the Board will be volunteer positions and will not be compensated. It is expected that the new board could be in place by January 1, 2022.

**V. PUBLIC COMMENTS**

**VI. BOARD MEMBER COMMENTS**

**VII. ADJOURNMENT**

\*The agenda is subject to amendment\*